

SUGGESTED LIBRARY
STANDARDS
FOR
INSTITUTIONS BELONGING TO
THE AMERICAN ASSOCIATION
OF BIBLE COLLEGES
(AABC)

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Gerard J. Flokstra, Jr.
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INTRODUCTION

The library is one of the chief academic resources of the Bible College. It reflects, in a bibliographic way, the very purpose and philosophy of the institution. These Standards were written to challenge the Library Director and staff to fulfil its mission to the institution and to AABC. The primary objective of the writer is a qualitative analysis of the policies and procedures of the library with helpful insights. These Standards are not written as the final word on the subject but with the hope that they will be but one step in a continuous series of such helps for AABC schools.

RATIONALE FOR STANDARDS

We read in Genesis 1:31 that God said of all that He had created, "and lo, it was very good." This was not measured on man's scale of good, better and best, but rather it was the statement of perfection by an all knowing and all powerful Creator. What God does is always "the best," both for the creature and the Creator. The Old Testament is a tremendous review of the greatness of the covenant God who always desires the best for His people. He, therefore, worked great miracles on their behalf to reveal His love, concern, power and knowledge. His covenant people, in turn, were to reveal to the world the greatness and majesty of their God.

In the New Testament, John records the words of Jesus who

said, "I am come that ye might have life, and that more abundantly." God again wanted the best for man and so He gave His only begotten Son, the pre-eminent one, to come and die that he might have life, abundant and everlasting.

Paul admonishes the Church, in relation to spiritual gifts, "to excel to the edifying of the body." However, in light of the total corpus of Paul's writings, one cannot limit this to just the gifts of the Spirit. Rather, this exhortation can refer to all the ministries of the Church, so that they "excel to the edifying of the Body of Christ." The Church needs to be built up in "the most holy faith" which faith is both a standard of belief and the act of believing.

Paul also makes a very important statement in I Corinthians 10:31 when he discusses food and drink. However, he goes far beyond the matter at hand when he says "whatsoever ye do, do all to the glory of God."

Therefore, whatever work we endeavor to do for God, the principles stated in the previously mentioned passages should apply. These principles can be succinctly stated as follows;

1. Since God, by nature, does the very best possible, we should emulate Him in everything we do for Him. We should plan carefully and then execute our plans in the most expeditious way possible so that God can say, "well done thou good and faithful servant."

2. God's Word continually reveals that He is concerned about His covenant people and the people of the world. Our endeavors should incorporate the same strategy and concern.

3. The Holy Spirit, through the Apostle Paul, admonishes the Church to "excel to the edifying of the Body." Edification should be an important goal in planning any ministry.

4. Paul encourages us, that in "whatsoever ye do, do all to the glory of God." Any project planned by a Christian should ultimately resound "to the praise of His glory."

How then can *Suggested Library Standards for Institutions Belonging to the American Association of Bible Colleges* meet these criteria? We recognize that man can never reach the perfection of God and His works. However, this does not relieve us of the responsibility to perform at the highest levels of our ability. Bible Colleges continually need to review and upgrade their plans and procedures for reaching their objectives. This is especially true of their libraries. Well written "Standards" will challenge every library to review their procedures and make changes necessary to improve their services to the academic community. Since these "Standards" will not be only quantitative in nature, each library can check themselves against them rather than comparing themselves with one another. Thus, there should always be an incentive to improve and never an attitude that "we have arrived." We know that we can never be perfect "as He is perfect," but we can strive to be the very best in this important area of ministry and thereby emulate Him.

The concern of a library ministry should be one of serving and service. This ideal was graciously revealed to us in Jesus Christ. The librarys' primary concern should be to

serve efficiently the needs of the students and professors and yet, it should never lose sight of the world with its needs and philosophies. The library should help prepare the patrons with information that will enhance their ministry to the world and the Church.

The Bible College library should "excel to the edifying of the Body" of Christ. This does not mean that only books and materials we agree with philosophically and theologically are purchased. But, libraries should reflect the opinions of others so that professor and student alike may know what others believe and why. This does not suppose equal treatment in the library of every theology, doctrine or philosophy, but that which is represented should be the best on the subject. Certainly, books that truly edify should be in a majority and represent the best in Evangelical literature.

Well written Standards will help the librarian to more efficiently and effectively minister to the patrons and therefore do "all things to the glory of God." Anything less than the best will not bring glory and honor to the name of God.

The above ideas are primary for a theological undergirding of the Standards. However, an adaptation of the theological reasoning behind the author's earlier projects presented in this program are also valid. These are concisely stated as follows;

1. Man is made in the image of God, and the intellectual

aspect of man is part of this image. Therefore, any endeavor, including library Standards, that would aid in the intellectual development of man should be encouraged.

2. The ascended Christ admonished His disciples to go and teach all nations. He also gave ministry gifts to the Church of which the office or function of teacher is mentioned. Therefore, any activity that would aid this ministry is to be commended.

3. The Holy Spirit was given to the Church to lead and guide into all truth. Right use of an efficient library will help make available the "raw materials" the Spirit can use in the process.

4. Paul exhorts Timothy to "study to show yourself approved unto God, a workman that needeth not to be ashamed, rightly dividing the Word of Truth." Right procedures that aid in the study process will help the Church to obey this admonition.

OBJECTIVES OF THE LIBRARY STANDARDS

1. Standards that will challenge a librarian to clearly state the objectives of the library in light of the objectives of the institution.

2. Standards that will take into consideration the size of the student body and faculty, the curriculum, the variety of majors and minors offered, the degrees offered, and the availability of other library resources in determining the minimal size of the collection.

3. Standards that will necessitate the proper organization of

materials in any format.

4. Standards that will aid the librarian in determining the size of the staff to efficiently serve the patrons.

5. Standards that will help determine the budgetary needs of the library.

6. Standards that will ascertain whether the facilities are adequate for the institution.

7. Standards that will reveal if the library is properly administrated.

BENEFITS OF THE LIBRARY STANDARDS TO:

A. BIBLE COLLEGE LIBRARIANS

1. The Standards will aid the librarian in checking for weaknesses in each of the areas mentioned in the "Objectives of the Library Standards."

2. The Standards will aid the librarian in securing the cooperation of the college administration for an adequate budget. This would affect the staff size, facilities, capital outlay and library materials budget.

3. The Standards will aid the librarian in establishing good administrative procedures.

4. The Standards will challenge the librarian to expand the services offered by the library and to keep abreast of latest developments in librarianship, and to select the best of the every increasing flow of information.

B. BIBLE COLLEGE LIBRARY EVALUATORS

1. The Standards will aid an AABC evaluation team in evaluating the library in each of the areas mention in the

"Objectives of the Library Standards."

2. The Standards will aid an AABC evaluation team to write recommendations that will help the library fulfil its objectives.

3. The Standards will aid an AABC evaluation team to write commendations for libraries meeting or exceeding the Standards.

C. BIBLE COLLEGE COMMUNITY

1. The implementation of these Standards will improve the holdings and facilities of the library.

2. The implementation of these Standards will increase the quality and number of services offered by the library.

Therefore, the Bible College Library is the educational magnet that draws the professor and student upwards to a greater understanding of the subjects under consideration. There are always more insights to be revealed, more relationships of knowledge to be investigated and a fuller comprehension of truth to be unfolded. The library should be a constant intellectual challenge to the academic community. The library should not just reflect the ideas of the past, but should strive to keep up with the ever expanding growth in knowledge. This is especially true in the fields of biblical studies and practical and systematic theology. The library must continually increase its holdings and offer materials with new insights which need to be accepted, revised or challenged by the faculty and students.

STANDARD 1 :

OBJECTIVES

1. The Bible College library shall develop a clear and concise statement of its objectives in accordance with the philosophy, purpose, goals and mission of the college.

COMMENTARY

The administration and faculty of an educational institution have the responsibility to examine periodically the programs of the institution in view of its philosophy and purpose. The Library Director and the professional staff share in this responsibility and can fulfil it by seeking ways to provide collections and services which support the overall academic purpose of the college. They can help attain these goals by preparing and distributing to the academic community a statement of the library objectives so that the faculty and administration can evaluate the effectiveness and usefulness of the library in carrying out stated institutional objectives. The academic community can also aid the library in meeting these objectives by suggestions in the areas of collection development and better service procedures. The written objectives of the Bible College library will incorporate both the stated theological stance of the institution and the distinctive philosophy of the American Association of Bible Colleges (AABC) as stated below:

As a distinct type of institution, the Bible College seeks to present truth with a view to the rational integration of the major fields of learning in the context of Biblical revelation. At the same time it seeks to promote the realization of Christian values in student character. The teaching of the Bible is regarded as an essential aspect of college education, and this not merely as an additive but as a unifying factor and a necessary foundation in the education process. This primary purpose of the Bible College is to prepare men and women for Christian ministry. It may also provide training for lay or vocational ministries as well as preparatory courses for advanced studies in areas beyond the purpose of the Bible College.

1.1 The development of library objectives shall be the responsibility of the Library Director in consultation with the Library Committee and the professional support staff. The administration and/or faculty shall give final approval of the document.

COMMENTARY

The preparation of the library objectives is primarily the task of the Library Director. However, the director should seek input from both the Library Committee and the professional support staff. The final statement should be approved by the Library Committee and forwarded for administrative and/or faculty approval. After approval, the library objectives should become part of the official records of the college.

1.2 The statement of library objectives shall be reviewed and revised as necessary.

COMMENTARY

The review and revision of the library objectives is

necessary when the college institutes new educational programs, changes educational programs or where a shift in the educational philosophy of the school takes place. Attention should also be given to changes in the theory and practice of librarianship which may impact the library by proposing new or better services.

STANDARD 2 :

THE COLLECTION

2. The library's holdings shall consist of all types of recorded information in any format and is referred to as the collection.

COMMENTARY

The collection shall include recorded knowledge as well as literary and artistic works in a great variety of formats. These include books, journals, microforms, computer files and disks, transparencies, slides, video and sound recordings, pictures and other graphics, and possibly three-dimensional materials. Each format or medium transmits information in a unique way, yet they all complement one another. Because of the inherent unity of all recorded information and its importance to the academic community, the library should select, organize and make available for use any type of material that will support the curriculum, regardless of the format.

2.1 The library shall provide as promptly as possible a high percentage of the materials needed by its users.

COMMENTARY

It is important that the library have a collection that meets the quantity standards set for it in the Collection Formula, (Page 24) and its resources should be of sufficient depth to provide for a high percentage of the patron's requests. Its own resources should be augmented by use of interlibrary

loans (ILL) and cooperative agreements with other libraries. The cooperative activities should in no way weaken the continued commitment of the library to develop its own holdings, as there is no substitute for a strong, immediately accessible collection. Once a collection has attained the size called for in the Collection Formula, (Page 24) its ongoing usefulness will soon diminish if new materials are not added at an annual growth rate of at least two percent. Libraries with collections significantly below the size recommended in the Collection Formula should maintain a growth rate of more than five percent until they rate an A grade.

The development of a college collection should have as its primary goal quality and not just quantity. While it is possible to have quantity without quality it is impossible to have quality without quantity in light of the resources available. The quality of a collection is determined by what degree it possesses a portion of the materials available in each major field taught. No easy and appropriate criteria have ever been developed that can objectively measure the quality of a library. The best way then, to improve and develop a collection is to adhere to strict standards for the selection of materials whether by gift or by purchase. The collection should contain a substantial amount of the titles listed in standard bibliographies and related to the curricular offerings of the institution. General retrospective bibliographies, such as *Books for College*

Libraries are extremely helpful for Bible College librarians in the general educational fields. More current offerings in all fields are reviewed in *Choice* and *Library Journal*. There are also available subject bibliographies prepared by several learned associations in many fields including theology and Biblical studies.

A Bible College library should have a minimum of sixty percent of the titles listed in any bibliography published by AABC. These bibliographies have been reviewed and approved by a number of outstanding Bible College librarians and represent a strong core collection.

The needs of a Bible College for periodical holdings vary widely because of denominational and theological backgrounds. However, the suggested periodical list published by AABC can be a help in determining periodicals that are important. A school should have upwards of seventy-five percent of the titles recommended.

The library collection should be continually evaluated on the basis of standard bibliographies, institutional needs, and faculty requests. It will be necessary to withdraw titles that have lost their usefulness to the academic program. Use or nonuse of materials is not necessarily a valid reason to withdraw materials from the collection. Valuable resource materials are still important to the depth of the collection even if they have not been checked out. Do not make the mistake of discarding such items because of limited circulation. Good research level materials rarely become outdated.

2.2 The library shall have a written collection development policy produced by the Library Director in cooperation with the Library Committee and the professional support staff. This policy shall be approved by the Library Committee.

COMMENTARY

The Library Director, in the preparation of a collection development policy, shall take the following areas into consideration:

a. The Library's statement of objectives.

b. The relationship of the library to the community.

If the Bible College library permits the use of its facilities and collection to a portion of or to the community as a whole, this may influence its selection of materials if it attempts to fulfil all the requests they make of it.

c. Any cooperative agreements with other libraries.

It is unwise not to select materials because another library in the vicinity has them. It is equally unwise to select materials that, while desirable, are not germane to the primary purpose of the institution and especially if such works are represented on the shelves of a cooperating library. This may be true of science and literature reference works, periodicals, and highly specialized monographs.

d. The final authority for material selection.

The Library Director should have the final word on additions to or deletions from the collection. This does not relieve the faculty from suggesting the purchase of materials that represent their area of expertise. All faculty should

provide the library with a copy of the bibliography used for each of their classes. Students should also be encouraged to suggest titles for the collection.

e. The selection levels for specific subject areas.

Bible Colleges vary a great deal in their curricular offerings. Most offer a broad general education core which is introductory. The more specialized areas of Bible, theology, practical theology, etc., begin at an introductory level and advance to the more specialized areas. The more specialized the curriculum, the greater should be the coverage of those areas in the library. There are basically three ascending levels of instruction; introductory studies, subject studies and research studies. Collection density should be the heaviest in the areas emphasized in the curriculum. These would possibly be the majors offered by the college and could cover such subject areas as Bible, theology, missions, Christian education, pastoral theology, sacred music, Biblical languages, and communications. Since there is progression in the curricular offerings of an institution, the library should represent all levels of instruction in its major fields. The next heaviest density would be represented by the minor or concentrations offered by the college. Highly specialized materials in science, literature, the arts etc., are not within the collecting scope of the average Bible College library.

f. Selection aids to be used.

Refer to the bibliography of this document. Also consult A

Suggested Theological Bibliography for AABC Colleges and A Suggested Biblical Bibliography for AABC Colleges and the bibliography sections in them. Utilize any other bibliographies that may be published or recommended by AABC.

g. Criteria for accepting gifts.

All gifts accepted should be with the understanding that the college has the full right to utilize the materials in any way that is advantageous. This would include adding them to the collection, selling, giving or trading them. Neither the librarian, nor any member of the institution may give an evaluation for income tax purposes of any gift to the library. If the donor asks for one, it should normally be with the understanding that the evaluation fee involved would be the responsibility of the donor. Exceptions for valuable collections should be made at the discretion of the Library Director with the approval of the Library Committee. Frequently antiquarian book dealers provide evaluation services to the library for a fee. These fees are negotiable depending on the necessity for extensive research and whether the library staff does the typing of the lists. The library should have on file the IRS Publications 526 and 561 presently in force concerning gifts. (Pages 61-62)

h. Criteria for multiple copies.

The library does not only have the right but the responsibility to provide multiple copies of books that are in great demand. The size of the student body is a major factor in this consideration, as well as the importance and

availability of the book(s) in question. However, it is not desirable to overload the library with multiple copies. The library should not provide multiple copies of textbooks, but it would be extremely helpful to the user if the library had a noncirculating section that represented all the texts presently in use by the faculty.

i. Criteria for withdrawal of materials.

The following are suggestions for withdrawal of library materials.

1. An item missing for two years from the collection.
2. Earlier editions of texts that have been revised.
3. Materials beyond repair.
4. Faculty suggestions for removal.
5. Outdated materials that have no research value.

j. Censorship policy.

The Bible College library has the responsibility to represent the various theological views represented by Christian Church as well as the ideas of the world's religions. Not representing theological views that differ from the views of the institution is a form of censorship and is doing the students a disservice. All significant sides of an issue should be represented in a fair manner. This should be an aid to the educational process and not a detriment. The policy for collection development indicates that the collection should be built around the curricular offerings of the institution. Much of the modern literature being released to the public is not germane to the purpose of the

Bible College and should not be represented in the collection. This is not censorship, but a fulfillment of the library's objectives in view of the philosophy of the college.

k. Needs of the faculty.

The library should, within reason, meet the needs of faculty who are pursuing advanced degrees or are doing research.

l. Criteria for establishing special collections.

The Bible College library should seriously consider becoming the archival deposit of the institution. The denominational archives may also be housed in the library but this may involve purchasing early and rare books on the history of the movement. Denominational financial help may be necessary for the building of such a collection. Many individuals have accumulated impressive collections that could be very useful to the school. Information about these special collections will frequently come to the attention of the Library Director. Contact should be made with the owners for possible acquisition. These could become the core of a special collection that may be extremely useful to the college. If special housing or any other requirements are necessary for the acquisition of such collections, the Library Director must weigh carefully the advantages and disadvantages of its acquisition. Special collections can become expensive luxuries if they are not germane to the institution and if special housing is necessary.

m. Criteria for the selection of periodical indexes.

The library should include all periodical indexes that cover the major fields of the institute's curriculum. It should also provide at least one general periodical index, such as, *Readers Guide to Periodical Literature*.

n. Criteria for the selection of periodicals.

Consult the list of suggested periodicals produced by AABC for annotated help in selecting useful periodicals. The periodicals chosen should normally be indexed. A polling of the faculty can indicate the periodicals considered important by them and if students request a periodical more than six times in a year it should be strongly considered for purchase. Most periodical articles can be secured by inter-library loan at a reasonable cost to the student but with some time delay. If the library is a member of a cooperative group, many of the periodicals not pertinent to the curriculum may be supplied by a fellow member.

2.3 The size of the library shall be determined by a formula (See Collection Formula, Part I, page 24) which takes into account the nature and extent of the academic program of the institution, its enrollment, and the size of the faculty. Audiovisual materials and other nonprint materials should be added to the volume count when determining the grade a library achieves.

COMMENTARY

A. PRINT RESOURCES

A strong collection of print materials is an indispensable

requirement for the Bible College library. The rating of a library in meeting this requirement may be calculated by using the Collection Formula. These resources include, books, bound periodicals, pamphlets and sheet music, etc. It is important to realize that pamphlets and sheet music must be placed in the collection only when they meet the criteria for selection of materials. Many pamphlets are extremely important for a research collection.

B. AUDIOVISUAL RESOURCES

The range, extent and configuration of nonprint resources and services offered varies widely among Bible College libraries. The institutional needs and character help determine the amount collected, and therefore it is not appropriate or even possible to establish a formula for calculating the number of such items that should be available for the patron.

Audiovisual holdings should be counted as Bibliographic Unit Equivalents (BUE) or volumes and should be added into the Collection Formula for measurement. These materials include video-cassettes, films and videodisks, sound recordings, filmstrips, loops, slide-tape sets, graphic materials including maps and pictures, (identified and classified), microfilms, and computer software packages (For the above; 1 item = 1 BUE); slides (50 slides = 1 BUE); and other microforms i.e. microfiche, microcards, etc. (10 pieces = 1 BUE). These totals should be added to the volume total in the Collection Formula, Part II. (Pages 24-25)

C. RESOURCE SHARING

The extent of resource borrowing through a formal cooperative agreement is recognized as an asset to the ability of the library to supply its users with the requested materials. The annual statistics of resource borrowing may be added to the volume number of the collection in the Collection Formula. For calculation of credit, add #1 and #2 below.

1. Number of books or other items borrowed through ILL channels or from other sources including film and videocassette rental agencies. Number borrowed or rented_____

2. Number of books or other items borrowed from cooperating libraries with which the library has a formal resource sharing agreement. If students have open library card privileges with cooperating libraries, the number of books checked out by them can be determined by a semester reporting system. Number of user checkout_____

RESOURCE BORROWING TOTAL, #1 & #2_____

D. DETERMINATION OF GRADE

The percentage by which a library provides its users with resource materials is graded by comparing the combined total of its collection and resource borrowing transactions or TOTAL VOLUMES REPRESENTED with the TOTAL VOLUMES NEEDED. A Bible College library that is able to supply from 90 to 100 percent of the volumes called for in the formula shall be rated A, from 75-89 percent shall be graded B, from 60 to 74 percent shall be graded C, and 50 to 59 percent shall be

graded D.

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COLLECTION FORMULA, ANALYSIS, PART I.

1. Basic Collection 30,000 vols.
2. 100 volume allowance per FTE faculty member
 Faculty times 100 = vols.
3. 10 volume allowance per FTE student
 Students times 10 = vols.
4. 350 volume allowance per undergraduate major
 Majors times 350 = vols.
5. 200 volume allowance per undergraduate minor
 Minors times 200 = vols.
6. 8,000 volume allowance per masters degree
 Masters degrees times 8,000 = vols.
- TOTAL VOLUMES NEEDED vols.

A "volume" is defined as a physical unit of a work which has been printed or otherwise reproduced, typewritten, or handwritten, contained in one binding or portfolio, hardbound or paperbound, which has been catalogued, classified, or otherwise prepared for use. Microform holdings should be converted to volume-equivalents, whether by actual count or by averaging formula which considers each reel of microfilm, or ten pieces of any other microform, as one volume or BUE.

COLLECTION FORMULA ANALYSIS - PART II

1. Basic Collection

1.) Book collection	_____	vols.
2.) Pamphlet collection	_____	vols.
3.) Audiovisual collection (BUE)	_____	vols.
4.) Microform (10-1 BUE)	_____	vols.
5.) Slides (50-1 BUE)	_____	vols.
2. Resource borrowing, total	_____	vols.
TOTAL VOLUMES REPRESENTED	_____	vols.

COLLECTION FORMULA ANALYSIS - PART III

Divide the result of TOTAL VOLUMES NEEDED into the result of TOTAL VOLUMES REPRESENTED. This figure can easily be converted into a percentage by which a library can grade itself. For example, if the TOTAL VOLUMES NEEDED (Part I) was 100,000 and the TOTAL VOLUMES REPRESENTED (Part II) was 90,000. Divide 100,000 into 90,000 or .90 or 90 percent, which would be an A grade.

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STANDARD 3 :
ORGANIZATION OF MATERIALS

3. The library collection shall be organized by a nationally recognized classification system and arranged for efficient retrieval at time of need.

COMMENTARY

The acquisition of library materials comprises only part of the task of providing access to them. The collection should be indexed and arranged systematically to assure efficient identification and retrieval.

3.1 There shall be a union catalog of the library's collection that permits identification of items, regardless of format or location, by author, title and subject.

COMMENTARY

The library's union catalog should be comprehensive and provide bibliographic information on all materials in all formats owned by the library. This is best accomplished through the development of a catalog with bibliographic entries in accord with established national conventions, such as rules for entry, descriptive cataloging, filing, classification and subject headings. Catalogs should be edited periodically to keep them abreast of modern terminology and practice.

There are presently several opportunities for a cooperative development of the library's union catalog. These include

the use of cataloging information provided by the Library of Congress or various bibliographic vendors.

3.1.1 The library's union catalog should be in a format that allows it to be consulted concurrently by a number of users.

COMMENTARY

The public union catalog in any format can satisfy this STANDARD if it is so arranged that the patron normally encounters no delay in gaining access to it. This is rarely a problem with a card catalog but the use of a microform, book or online catalog requires that a sufficient number of copies (or terminals) be available to minimize delays during times of heavy demand.

3.1.2 In addition to the union catalog there shall be a sufficient number of subordinate files to provide bibliographic control and access to the collection.

COMMENTARY

Proper organization of the collection requires the maintenance of a number of subordinate files, such as authority files, shelf lists, and complementary catalogs. Information contained in these files should be available to the library user.

3.1.3 For bibliographic access to periodical literature there shall be appropriate and sufficient indexes.

COMMENTARY

Periodical indexes that support the curricular offerings of the institution should be provided. In addition, at least one general index should also be available for the user.

3.2 The library collection shall be arranged to provide maximum accessibility to all patrons. Certain categories of materials or special formats may be segregated for convenience.

COMMENTARY

Materials should be arranged so that subject related information can be easily consulted. Some materials, such as rarities, manuscripts, or archives, may be segregated for the purpose of security and/or preservation. Materials in very active use, such as reference works and assigned reading, may be kept in separate reference and reserve areas to facilitate access and control over them. Audiovisual materials, maps, microforms, and cassettes are examples of resources that may be physically awkward to integrate into open shelving because of form and therefore may be segregated from the main circulating collection. Fragmentation of the collection should be avoided wherever possible. The bulk of the collection should be shelved by classification number in open stack areas to permit and encourage browsing.

3.3 Library materials placed in storage facilities shall be readily accessible to the patrons.

COMMENTARY

Many libraries have developed off site storage facilities for low-use materials such as sets or backruns of periodicals. The materials housed in these facilities should be easily identifiable and readily available for use in a timely fashion. If direct user access is not possible, a rapid retrieval system should be provided for same-day service, or a time not to exceed 24 hours, except for days the library is closed.

STANDARD 4 :

STAFF

4. The staff shall be of adequate size and quality to meet the library's needs for services, programs and collection organization.

COMMENTARY

The Bible College library shall have a staff composed of qualified librarians, skilled support personnel and part-time assistants to carry out its stated objectives.

4.1 The Library Director shall have a graduate degree in library science, preferably from an ALA accredited program, and shall be responsible for duties of a professional nature, and shall participate in appropriate professional associations.

COMMENTARY

The librarian has acquired through education in a graduate school of library and information science an understanding of the principles and theories of selection, acquisition, organization, interpretation and administration of library resources. Because a Bible college is a very specialized institution, it is recommended that the Library Director have training in Bible and theology at either the undergraduate or graduate levels. The recent developments in computer and information technology have had a major impact on librarianship which may require additional training in these

areas.

Librarians shall be assigned responsibilities which are appropriate to their education and experience and which encourage the ongoing development of professional competencies. Participation in library and other professional associations, on and off campus, is encouraged to further personal and professional development. Involvement in the annual conference of the Association of Christian Librarians, the official library organization recognized by AABC, is especially encouraged.

4.2 The Library Director and other qualified librarians should be members of the faculty with faculty rank and status. Even though librarians fill an administrative type position, they should have the same opportunities of promotion and remuneration accorded other faculty personnel.

COMMENTARY

Since the Bible College library is an integral part of the academic process, it is essential that the Library Director and other professional librarians be accorded faculty rank and status. They should participate in faculty meetings and serve on committees so that they can effectively be integrated into the academic process to inform and to be informed on academic issues.

4.3 The number of librarians required shall be determined by the Staff Formula which takes into consideration

institutional enrollment, present size of the library and the number of acquisitions each year. Further consideration as to the goals and services of the library, programs, degrees offered, size of faculty and staff as well as special and auxiliary programs may well increase the size of the staff the library needs. The Staff Formula does not represent an exact science but is rather an attempt to allow a school to grade itself in light of perceived minimum needs.

COMMENTARY

Since the Staff Formula has a limited base for evaluation, other factors must be considered also. If the library offers extensive reference or online informational services, bibliographic instruction, computer services, and specially housed collections, it is necessary to have additional staff for these services. In addition, the size and configuration of the facilities and hours it is open are other factors in determining staff size.

4.4 The support staff and part-time assistants shall be assigned responsibilities appropriate to their qualifications, training, experience and capabilities.

COMMENTARY

Full-time and part-time support staff carry out a wide variety of paraprofessional, technical, and clerical responsibilities. A productive working relationship between the librarians and the support staff is an essential ingredient in the successful operation of the library. In

addition student assistants provide meaningful support in the accomplishment of many library tasks.

4.5 The Bible College policies and procedures concerning staff shall be in accord with institutional guidelines and sound personnel management.

COMMENTARY

The staff represents one of the library's most important assets in support of the instructional program of the college. Its management must be based upon sound, contemporary practices and procedures consistent with the goals and purposes of the institution. The following factors should be included:

a. Recruitment methods should be based upon a careful definition of the position to be filled and an objective evaluation of the applicant's credentials and qualifications.

b. Written personnel procedures should be developed in accordance with institutional guidelines and followed in matters of appointment, promotion, tenure, dismissal and appeal.

c. Every staff member should have a written job description defining the scope of his/her responsibilities.

d. Rates of pay and benefits of the library staff should be equivalent to other positions on campus requiring comparable backgrounds.

e. There should be a structured program for orientation and training of new staff members, and career development and education opportunities should be provided for all staff.

f. Supervisory staff should be selected on the basis of job knowledge, experience and human relations skills.

g. Procedures should be maintained for periodic review of staff performance and for recognition of achievement.

* * * * *

STAFF FORMULA

The librarians needed to staff a Bible College library can be determined by the following formula. One librarian is needed for:

A. Up to 1,000 FTE students and up to 5,000 volumes added to the collection annually.

B. Each 100,000 volumes, or fraction thereof, in the collection.

Libraries which provide 90-100 percent of these formula requirements can, when they are supported by sufficient other staff members, consider themselves at the A level in terms of staff size; those that provide 75-89 percent of these requirements may rate themselves as B; those with 60-74 percent of requirements qualify for a C; and those with 50-59 percent of requirements warrant a D.

* * * * *

STANDARD 5 :

SERVICES

5. The library shall establish and maintain services that will promote the academic program of the institution and facilitate optimal library use.

COMMENTARY

Library services should support the academic program of the college and be available to all members of the academic community including handicapped and non-traditional students. Librarians should maintain close relations with the instructional faculty in order to gain an understanding of their objectives and teaching methods. To further this cooperation, both librarians and the teaching faculty should participate in the academic planning of the institution.

5.1 The library shall provide information and instruction to the user through a variety of techniques.

COMMENTARY

A fundamental responsibility of the college library is to provide instruction so that the library collection can be used in the most effective and efficient manner. Freshmen library orientation is both necessary and essential. Primary focus of this instruction should be on the basic skills of information gathering and bibliographic searching of the union catalog and indexes. Other options include course related bibliographic instruction, computer instruction,

audiovisual presentations and credit courses in research methodology.

The instructional faculty and librarians must work together to provide the incentive and the time to instruct students in the use of the library. The size of the staff will determine the amount of time the library will be able to give to instruction. Ideally, at least one professionally trained librarian will be primarily responsible for developing an instructional program. This service will demand an investment of time and money to plan and implement it.

Equally important is the personalized reference service offered by the library. Such services should be available during times of heavy student use. Student use patterns must be studied to determine the time when reference service is mandatory.

There is presently at least one computerized information retrieval system that has promise for immediate use. Over fifty important databases are available for a minimal investment. The use of these databases will frequently save the patron many hours of tedious work. One of the databases is established on the OCLC system and makes available search possibilities not previously accessible. (Page 67, see [BRS])

5.2 Library materials of all types and formats that can be used outside the library should be circulated to qualified users under equitable policies without jeopardizing their preservation or availability to other users.

COMMENTARY

The circulation of library materials must be determined by the Bible College library staff which will take into consideration the size of the library, the number of available copies, and the size of the user community. Every effort should be made to circulate library materials outside the library premises if it does not involve a risk to their preservation nor jeopardize access to these resources by other users. The length of the circulation period is also dependent upon local conditions. It is possible that a library must establish variant or even unique loan periods for different types of materials. Even whole subject classes of titles may temporarily be restricted because of extensive use and/or limitations of resources. However, whatever loan policy is established, it should be equitably and uniformly administered to all categories of users. Increased accessibility of materials can also be provided for by use of photocopying and microfilming within the copyright laws.

5.2.1 The use of quality library resources shall be enhanced through the use of interlibrary loan and other cooperative agreements.

COMMENTARY

Library resources should be extended through the use of interlibrary loans in keeping with the ALA codes.

Any local or regional cooperative resource sharing efforts are important to augmenting the Bible College library,

especially in areas somewhat beyond the scope of the collection. Access to these collections should be by the most efficient method possible. Mutual checkout policies, backed by each institution, protect each library from loss by users from other institutions who do not return loaned materials. This type of cooperation involves both a willingness to receive and to share resources. It will entail an expenditure of time, effort, personnel and money but will provide valuable services for the patron.

5.3 The hours that a library is open should be consistent with reasonable user demand.

COMMENTARY

The number of hours the library is open each week is dependent upon a number of factors. These include teaching methods of the faculty, the preponderance of residential or commuting students, degrees offered, dormitory conditions, and the study atmosphere in the library. No matter what the individual situation, the library should be responsive to the needs of the users. However, it is inconsistent for the Bible College library to be open during chapel sessions. Due to the high value of the library's resources and the need for continual services, it is imperative that a responsible individual be in control of the library during the hours it is open for use.

5.4 Where academic programs are offered at off-campus sites,

special consideration must be given to the provision of library resources.

COMMENTARY

Special problems exist for Bible Colleges that provide off-campus instructional programs. Consideration should be given to the following:

a. That the Bible College library be specifically charged with the delivery and servicing of resources needed.

b. That the library implications of such a program be considered before their implementation, and that the Library Director and selected professional librarians have input into the decision.

c. The courses should be taught in such a way that they encourage library use.

d. That the possibility of an agreement with a local institution for the use of their library resources be investigated.

e. That ACRL's *Guidelines for Extended Campus Library Service* serve as a guide in planning.

5.5 A library handbook should be available to explain the use of the library and the various services which are provided, and to serve as a guide to the building and the location of special collections.

COMMENTARY

The availability of a library handbook can enhance effective use of the library. It should provide a guide to special

collections and services provided, as well as their locations in the building. This guide or handbook can be placed in the student handbook or printed as a separate entity.

STANDARD 6 :

FACILITIES

6. The library building shall provide secure and adequate housing for the collection, ample well-planned space for users and staff, and for the provision of services and programs.

COMMENTARY

A useful Bible College library presupposes an adequate library facility. The type of building is not important if the facilities provide for security of the resources, protection for the collection from humidity and dryness, and sufficient space. The utilization of the floor space and its functionality is of paramount importance to the library and its patrons.

If the Bible College is planning a new library building, the endeavor should represent a coordinated planning effort involving the Library Director and staff, the college administration, and the architect. The Library Director and not the architect should have primary responsibility for the basic plan of the building within institutional budgetary guidelines.

The needs of the handicapped users should receive special attention in the planning of a new facility. The present structure or a new facility should be considered for compliance with the Architectural Barriers Act of 1968 (Public Law 90-480) and the Rehabilitation Act of 1973,

Section 504 (Public Law 93-516) and their amendments.

6.1 The size of the library building shall be graded by using the Facility Formula (Page 43) which takes into account the enrollment of the college, the extent of its collection, and the size of the staff.

COMMENTARY

Other factors, while not in the formula, should also be considered in determining the size of the facility. These include space for audiovisual materials, microforms, special collections, computers, orientation instruction rooms and the equipment needed for the above services.

6.2 The Bible College library collection should be housed and administered in a single structure unless there is ample justification for another arrangement.

COMMENTARY

Decentralized library facilities in a college have some virtues but they frequently entail more problems than they solve. This results in the fragmentation of the unity of the collection, isolation of materials from general use, problems of security, an increased staff, and the cost of duplicating services and functions.

* * * * *

FACILITY FORMULA, PART I, Philosophy

The size of the library facility shall be graded by use of the calculations below. In addition to this, there should be

adequate space for audiovisual materials, microforms, etc.

a. Space for users. For the library of a typical residential Bible College, one study station for each four FTE students is needed. If over fifty percent of the FTE students reside off campus, one study station is needed for each five students. Each study station is assumed to require 25 square feet of floor space.

b. Space for books. The space allocated for books shall be adequate to accommodate the present collection in an orderly fashion, according to the classification system, plus space for growth. Total space requirements may be estimated on the basis of 0.10 square foot per volume.

c. Space for staff. Space required for staff, work areas, catalogs, files and equipment shall be approximately one-eighth of the sum of the space needed for users and books.

This formula indicates the total floor space needed by a library if it is to fulfil its function with maximum efficiency. Libraries which provide 90-100 percent of the total floor space shall be graded A in terms of space; 75-89 percent shall be graded B; 60-74 percent shall be graded C; and 50-59 percent shall be graded D.

FACILITY FORMULA, PART II, Worksheet

a. Space for users.

_____ study stations times 25 sq.ft. = _____ sq.ft.

b. Space for books.

_____ volumes times 0.10 sq.ft. = _____ sq.ft.

c. Space for staff.

1/8th of _____ (total of a & b) = _____ sq.ft.

TOTAL SPACE NEEDED IN FACILITY = _____ sq.ft.

* * * * *

STANDARD 7 :

ADMINISTRATION

7. The Bible College library shall be administered in a manner which permits and encourages the fullest and most efficient use of library resources.

COMMENTARY

Other matters pertaining to the administration of the library are dealt with in STANDARD 4, and STANDARD 8. However, the importance of the subject demands treatment apart from the other STANDARDS. The function of the Library Director is to direct and coordinate all the components of the library into an effective and efficient operation so as to fulfil the mission it was authorized to perform. These component parts of the library include the staff, collection, building(s), relationships, and services.

7.1 The statutory or legal foundation for the library's activities shall be clearly set forth in the constitution and by-laws of the college.

COMMENTARY

In order for the library to function effectively, there must be an articulated understanding as to the legal basis under which the library functions which shows the responsibility and flow of authority under which the library is empowered to act.

7.2 The Library Director shall report to the president or the chief academic officer of the institution.

COMMENTARY

Since the library is a major academic resource of the Bible College, the director should report to the president or the chief academic officer of the institution. This will allow for close coordination of the library's activities with the instructional activities. The efficient use of the library may well be affected by this relationship.

7.2.1 The responsibilities and authority of the Library Director and procedures for appointment shall be clearly stated in writing.

COMMENTARY

A clearly defined job description for the Library Director which indicates responsibilities and the authority invested in the position should be part of the official records of the Bible College. The policies for the selection and appointment of the Library Directory should also be clearly stated. These may be placed in the faculty handbook.

7.3 There shall be a standing Library Committee comprised of librarians, instructional faculty, and student(s).

COMMENTARY

The Library Director and the chief administrative officer of the college, or the designated representative, shall be *ex officio* members of the Library Committee. This committee

should be used to convey to the members of the departments they represent, the concerns, perceptions, services and needs of the library and of the users. The responsibilities of the Library Committee should be specific and clearly written out, for example in the faculty handbook.

The Library Committee may assist in periodic self-evaluation. It may also be active in long range planning, in the cultivation of extensive resources, and in the creative use of these resources, facilities and services. It should encourage the total involvement of the institution in the selection and use of the library materials.

7.4 The library shall maintain written policies and procedural manuals covering internal library relationships and operational activities.

COMMENTARY

Library manuals for all procedures and policies are necessary for sound management, uniformity of practice and consistency of action. These manuals should be updated regularly or when there has been a change in the procedures for any process in the library. Manuals are invaluable in training new personnel and in maintaining a consistent level of performance. They are also important tools for evaluating the efficiency of the library staff.

7.4.1 The library shall maintain a systematic and continuous program for evaluating its performance, for informing the

community of its accomplishments, and for identifying needed improvements.

COMMENTARY

The Library Director, in cooperation with the library staff, should develop a program for evaluating the library's performance. The library objectives (STANDARD 1) which were developed in accordance with the goals and purposes of the institution should impact this evaluation program. Statistics which are maintained for use in reports should also be used to identify trends and for evaluation purposes. The Library Committee and other interested college representatives should offer assistance in the evaluation process.

STANDARD 8 :

BUDGET

8. The Library Director shall have the responsibility for preparing, defending and administering the library budget in accordance with the library objectives.

COMMENTARY

The library budget should reflect library planning based upon the education programs and objectives of the college. It simply defines the library's objectives in fiscal terms. Therefore, the objective formulated under STANDARD 1 should constitute the base upon which the library's budget is developed. The Library Director should seek advice from other professional staff members as well as the Library Committee.

8.1 The library appropriation shall be five percent of the total institutional budget for education and general purposes.

COMMENTARY

One may determine the general and educational budget of the college by subtracting the auxiliary funds from the current fund revenue. The degree to which the college is able to fund the library in accordance with institutional objectives is clearly reflected in the relationship between the total library budget and the total educational and general budget of the college. It is recommended that the library budget, exclusive of capital outlay costs and physical plant main-

tenance and utilities, not fall below the five percent level if it is to sustain the needed services for the college community. This percentage should be greater if the library is struggling to overcome an inadequate collection. At least an additional one percent is needed for each grade lower than an A. Therefore a B grade would require a six percent outlay, a C grade a seven percent and a D grade at least an eight percent level. This would help overcome past deficiencies and provide the library with funds necessary to advance to a higher grade.

Factors which should be considered in the preparation of a library budget are as follows;

- a. The scope, nature and level of the curriculum.
- b. Instructional methodology, especially if there is a great deal of independent study or research.
- c. The adequacy of existing collections and the rate of publishing in fields pertinent to them.
- d. The size of the instructional faculty and the student body.
- e. The range of service offered by the library and the extent of the user community.
- f. The extent to which the library already meets the AABC Library Standards.

8.1.1 The library's budget should be augmented above the five percent recommendation for any budgetary expenses incurred in acquiring, processing and servicing audiovisual

materials and microcomputer resources.

COMMENTARY

It is difficult, if not impossible, for a Bible College library which has not traditionally purchased microcomputer and audiovisual materials to do an adequate job without a budget increase.

8.1.2 The library appropriation shall not be lowered due to budgetary problems unless the total institutional budget is lowered by the same percentage.

COMMENTARY

It is unfair and discriminatory to cut the library budget, especially for materials, when other areas of the institution do not receive the same percentage of cuts. It is an obligation of the administration to plan the budget or to raise money to fulfil budgetary obligations. This will require planning and hard decisions in all areas but is necessary for the continued growth and strength of this important resource in the academic community.

8.2 The Library Director shall have sole authority to apportion funds and initiate expenditures within the institutionally approved budget and in accord with the college's purchase order policies.

COMMENTARY

Procedures for the preparation and defense of budget estimates, policies for budget approval, and regulations concern-

ing accounting and expenditures vary from one institution to another. The Library Director is responsible to know the procedures for the college and conform to them. Yet, sound practices of planning and control require that only one person have the sole responsibility and authority to allocate funds for the library and that is the Library Director. Normal guidelines indicate the allocation of funds to be from 35 to 45 percent for acquisition purposes and from 55 to 65 percent for personnel.

8.2.1 The library should have an approved method by which the Library Director or acquisitions librarian can purchase books while in a book store or while attending a book fair or sale.

COMMENTARY

This could involve the use of a specially approved purchase order procedure or a limited checking account. This allows the Library Director or the acquisitions librarian, without previous approval, to purchase library materials that would otherwise not be available. This necessitates a trust on the part of the institution for selected librarians to function this way. It also is understood that the librarians will not spend funds that are not available in their budget. This procedure would allow for instant purchase without "red tape." However, the authorized librarians must keep all purchase records and be accountable to the business office.

8.3 *The library shall maintain internal accounts for approving its invoices for payment, monitoring its encumbrances, and evaluating the flow of its expenditures.*

COMMENTARY

The business office of the institution should provide a monthly statement of library expenditures. This should be compared with the library's records to insure that proper debits and credits are recorded.

EVALUATION CHECKSHEET

- | | Poor | | to | Good |
|--|------|---|----|------|
| 1. OBJECTIVES. The library has a clear and concise statement of its objectives in accordance with the philosophy, goals, purpose, and mission of the college and within the distinct philosophy of AABC. | 1 | 2 | 3 | 4 5 |
| 2. COLLECTION. The library provides promptly a high percentage of the materials needed by its users, either from the collection, ILL, through a cooperative sharing agreement. | 1 | 2 | 3 | 4 5 |
| 3. COLLECTION. The library has a written collection development policy to guide in the judicious selection of library materials. | 1 | 2 | 3 | 4 5 |
| 4. COLLECTION. The grade, based on the Collection Formula, for determining the size of the library is scored as follows; A=5, B=4, C=3, and D=2. | 1 | 2 | 3 | 4 5 |
| 5. ORGANIZATION. The library collection is organized by a nationally recognized classification system and arranged for efficient retrieval. | 1 | 2 | 3 | 4 5 |

6. ORGANIZATION. The library's union catalog 1 2 3 4 5
permits the identification by author, title
and subject, all items in the collection,
regardless of format or location.

7. ORGANIZATION. The library's union catalog 1 2 3 4 5
is available for consultation by a number of
users concurrently.

8. ORGANIZATION. In addition to the union 1 2 3 4 5
catalog there are a sufficient number of sub-
ordinate files, i.e., shelf list, authority,
special collections, to provide bibliographic
control and access to the collection.

9. ORGANIZATION. There are sufficient and 1 2 3 4 5
appropriate indexes to provide bibliographic
access to the periodical holdings.

10. STAFF. The library staff is of adequate 1 2 3 4 5
size and quality to meet the library's need
for services, programs and collection organi-
zation. Staff Formula grade A=4, B=3, C=2,
D=1. An additional point may be added for an
adequate support staff or a minus one for an
inadequate support staff.

11. STAFF. The Library Director and other 1 2 3 4 5
professional librarians have faculty rank and
status with the same opportunities for promo-
tion and remuneration as the instructional
faculty.

12. STAFF. The library's policies and proce- 1 2 3 4 5
dures concerning staff are in accord with the
institutional guidelines and in keeping with
sound personnel management which assigns re-
sponsibilities on the basis of qualifications,
training, experience and capabilities.

13. SERVICES. The library has established 1 2 3 4 5
services that promote the academic program of
the institution and encourage library use.

14. SERVICES. The library makes available 1 2 3 4 5
its collection without jeopardizing its pre-
servation or security, to all qualified users
on an equitable basis.

15. SERVICES. The library makes use of ILL 1 2 3 4 5
and regional and local cooperative sharing
agreements that aid it in the fulfillment of
its mission.

16. SERVICES. The library is open and suffi- 1 2 3 4 5
ciently staffed to permit convenient use of
the facility.

17. SERVICES. There is a handbook available 1 2 3 4 5
that serves as a guide to the building, col-
lections and services of the library.

18. FACILITIES. The library facilities pro- 1 2 3 4 5
vide an adequate, secure and well planned
housing for the collection and for the ser-
vices and programs offered. Use the Facility
Formula grade; A=4, B=3, C=2, D=1, add a
point for sufficient space above this formu-
la for audiovisual materials, microforms,
special collections, etc., and deduct a point
for insufficient space for these collections.

19. ADMINISTRATION. The library is adminis- 1 2 3 4 5
tered in a manner which permits and encour-
ages the fullest and most efficient use of
library resources.

20. ADMINISTRATION. The legal foundation for 1 2 3 4 5
the library's activities is clearly set forth
in the constitution and bylaws of the col-
lege.

21. ADMINISTRATION. The Library Director re- 1 2 3 4 5
ports to the president or chief academic of-
ficer of the college and his/her responsibi-
lities, authority, and procedures for ap-
pointment are clearly stated in writing.

22. ADMINISTRATION. There is an active Li- 1 2 3 4 5
brary Committee, composed of librarian(s),
instructional faculty, and student(s) who as-
sist in periodic self-evaluation, long range
planning, acquisitions, and in fostering good
relations in the academic community.

23. ADMINISTRATION. The library has written 1 2 3 4 5
policy and procedural manuals that help;
maintain a consistent level of performance,
in the training of new staff, and in eval-
uating the library's performance.

24. BUDGET. The Library Director has the 1 2 3 4 5
responsibility of preparing, defending, and
administrating the library budget and initi-
ating expenditures within the approved budget
in accord with the college's purchasing pro-
cedures.

25. BUDGET. The library budget is at least 1 2 3 4 5

five to eight percent of the total institutional budget for education and general purposes. See STANDARD 2 Collection Formula for sliding scale. Meeting these standards would rate a four, minus points for less. Add a point for an adequate budget for audiovisual materials and microcomputers, deduct a point for an insufficient budget.

26. BUDGET. The library maintains records for 1 2 3 4 5
approving its invoices, monitoring its encumbrances and evaluating the flow of its expenditures.

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